

# Mobile Home Submittal Checklist

Your application submittal must have the following minimum items for review:

- ☐ **Application form** (attached)
- ☐ Two (2) complete **plot plans** on 8.5 x 14 inch paper (see attached plot plan checklist requirements)
- ☐ Stormwater plan application (separate form) with two (2) stormwater site plans
- ☐ Interior layout of the proposed home
- ☐ Two (2) foundation set up plans or the manufactures set up requirements per the installation manual for the home. Foundation plans shall also address seismic hold down placement.
- ☐ **Decks, carports, storage sheds and garages** – Two (2) sets of complete building plans for any decking, carports, storage sheds or garage proposed to be built concurrently with the mobile placement. A separate building permit along with additional fees will be required. Decks over 18 inches above-grade must meet setbacks. **Building plans and permits are not required for standard 3 x 3 foot landing.**
- ☐ If the parcel is not located within a recorded subdivision or short plat; we will need one (1) copy of the **recorded sales history (deeds) from 1969 to the present.**

Sales history consists of recorded deeds, and any other documents, which form a complete history of all conveyance affecting the subject property. **Sales history packages may be obtained from any local Title company.** State law prohibits the issuance of permits on property that has been illegally created.

OR recorded copy of the current owner's deed (to be determined by Permit Technician)

Town of Yacolt zoning approval letter, including assigned address from the Town of Yacolt along with two stamped approved plot plans. Contact Yacolt Town Hall located at 105 Yacolt Road, (360) 686-3922. Clark County provides zoning review for those sites in unincorporated Clark County only.

- ☐ Payment by check, cash, or credit card for **application fee** is required at time of application. Vendor fee applies to credit card payments.

**If any of the above information is missing, your permit application cannot be accepted.**

Revised 3/22/12



Community Development  
1300 Franklin Street, Vancouver, Washington  
Phone: (360) 397-2375 Fax: (360) 397-2011  
[www.clark.wa.gov/development](http://www.clark.wa.gov/development)



For an alternate format,  
contact the Clark County  
ADA Compliance Office.  
Phone: (360) 397-2025  
Relay: 711 or (800) 833-6384  
E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

**Prior to issuance of the building permit, some may apply:**

Title 40.100.070 definitions: the term mobile home/manufactured home does not include recreation vehicles, commercial coach, camping vehicle, travel trailer, park trailer, tip out, and any other similar vehicle which is not designed and constructed for residential purposes, for use as a single family dwelling and is not otherwise labeled as a manufactured or mobile home under any federal or state law.

- ☐ The following information on the mobile home:
  - Documentation from the manufacturer, title or registration showing that this is a mobile or manufactured home
  - Size, height, year, make and model, serial number, VIN number and two (2) floor plans
  - Copy of the certified installer and their WAINS number
- ☐ One (1) copy of the **contractor's valid Washington State License** may be required if our system shows the license is expired
- ☐ Verification of **Sewage Disposal**:
  - If the residence will be served by a septic system, a valid **septic tank permit or a release letter** will be required. Contact Clark County Public Health at 1601 East 4<sup>th</sup> Plain Blvd., Vancouver WA, (360) 397-8428.
  - If the residence will be served by sewer, please provide verification of **sewer availability** from Clark Regional Waste Water District located at 800 NE 52<sup>nd</sup> Ct, (360) 750-5876 or the city of Vancouver located at 415 W 6<sup>th</sup> St., Vancouver WA, (360)-487-7866.
- ☐ Verification of **Water Supplier**:
  - If a private or community well services the residence, you must provide a copy of a valid **W.A.V.E or Community Well** letter from Clark County Public Health prior to permit issuance. Clark County Public Health is located at 1601 East 4<sup>th</sup> Plain Blvd., Vancouver WA, (360) 397-8428.
  - If the residence will be served by **public water system**, and is not located in a recorded subdivision, you must provide a letter of approval from the appropriate water agency. Clark Public Utilities is located at 1200 Fort Vancouver Way or 8600 NE 117<sup>th</sup> Ave., Vancouver WA, (360) 992-8022. City of Vancouver is located at 415 W 6<sup>th</sup> St., Vancouver WA, (360)-487-7866.
- ☐ **Electrical Permits**  
Washington State Labor and Industries is located at 312 SE Stonemill Dr., Ste 120, Vancouver WA, (360) 896-2371.

**Mobile Home Plot Plan Checklist****Scale**

- ☐ Only use standard scales found on Engineer or Architectural scale

**Size**

- ☐ No plot plan larger than 8.5 x 14 inches
  - A four inch space must be left blank at bottom of page for county review stamp

**Identify property features**

- ☐ Lot and subdivision name and/or tax lot and parcel number
- ☐ North arrow
- ☐ Property lines and dimensions
- ☐ Easements (size, type and dimensions)
- ☐ Access points/driveways (width and length, distance to property lines)
- ☐ Right of ways (width, centerline dimensions and street names), **Staff: arterial r/w?**
- ☐ Bridges
- ☐ Contour lines (elevations at 4 foot minimums) within 50 feet of all proposed construction, available through Maps Online at [www.clark.wa.gov](http://www.clark.wa.gov)
- ☐ Elevations at four corners
- ☐ Physical attributes (wetlands, water, slopes etc.)

**Identify proposed structures and features**

- ☐ Footprint and roofline, including dimensions of mobile home
- ☐ Setback from closest point of structure to the property lines, edge of easements, right of ways, walkways, water ways
- ☐ Distance to any existing structures

**Proposed structures and features**

- ☐ Interior layout of proposed home to be placed to reference location of bedrooms in relation to proposed placement of exterior structures

**Identify existing structures and features**

- ☐ Show and label all existing structures on site and adjacent to proposed mobile home placement
- ☐ State on plot plan whether the neighboring buildings are combustible (such as wood frame building) or non- combustible (such as metal buildings)

**Identify services and systems**

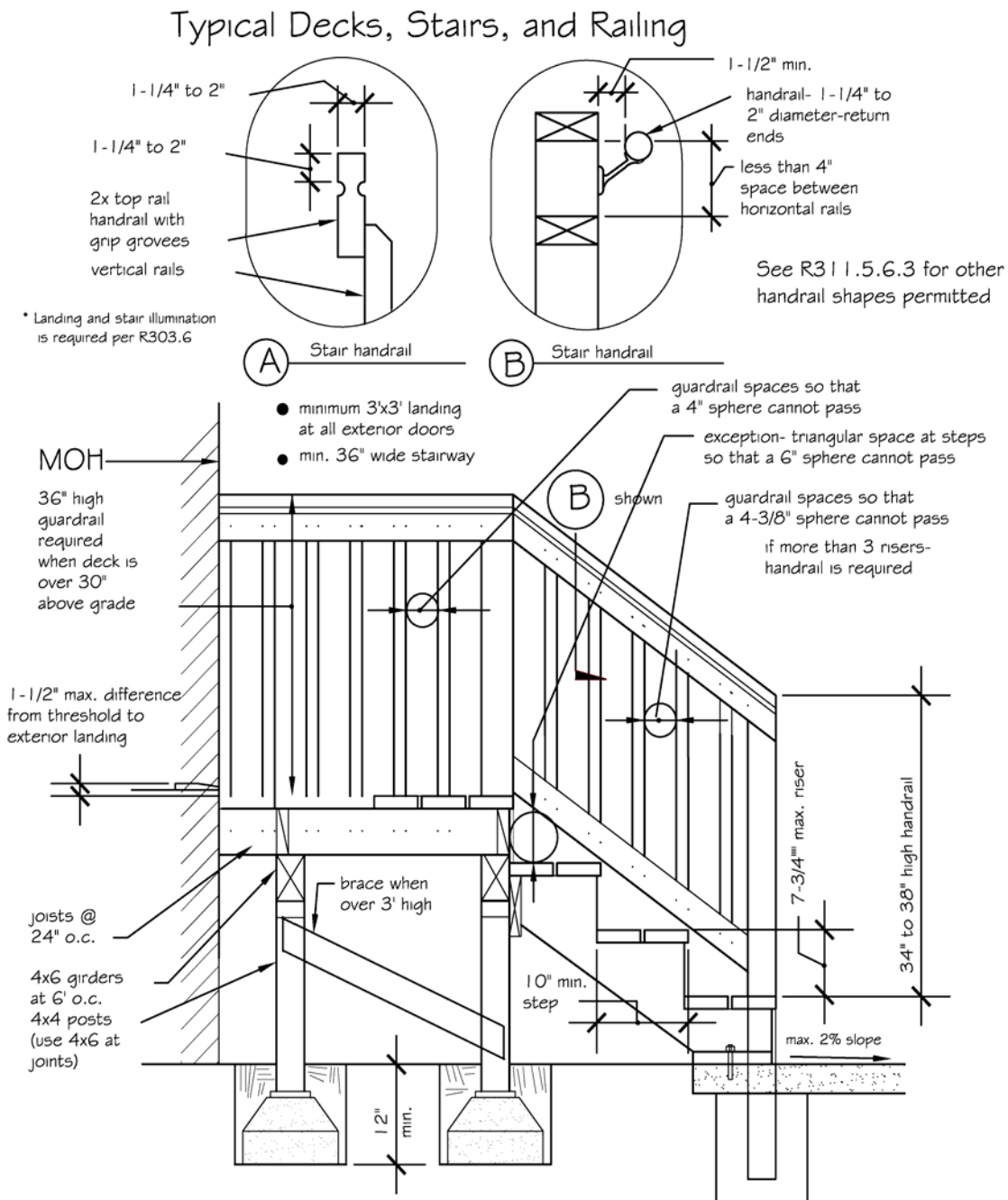
- ☐ Water lines and/or any well(s)
- ☐ Sewer lines, septic tanks, drain fields and reserve drain fields
- ☐ Storm water plan for features and systems

Note: See separate checklist for storm water plan requirements

**Plot plan must be legible or your application will not be accepted.**

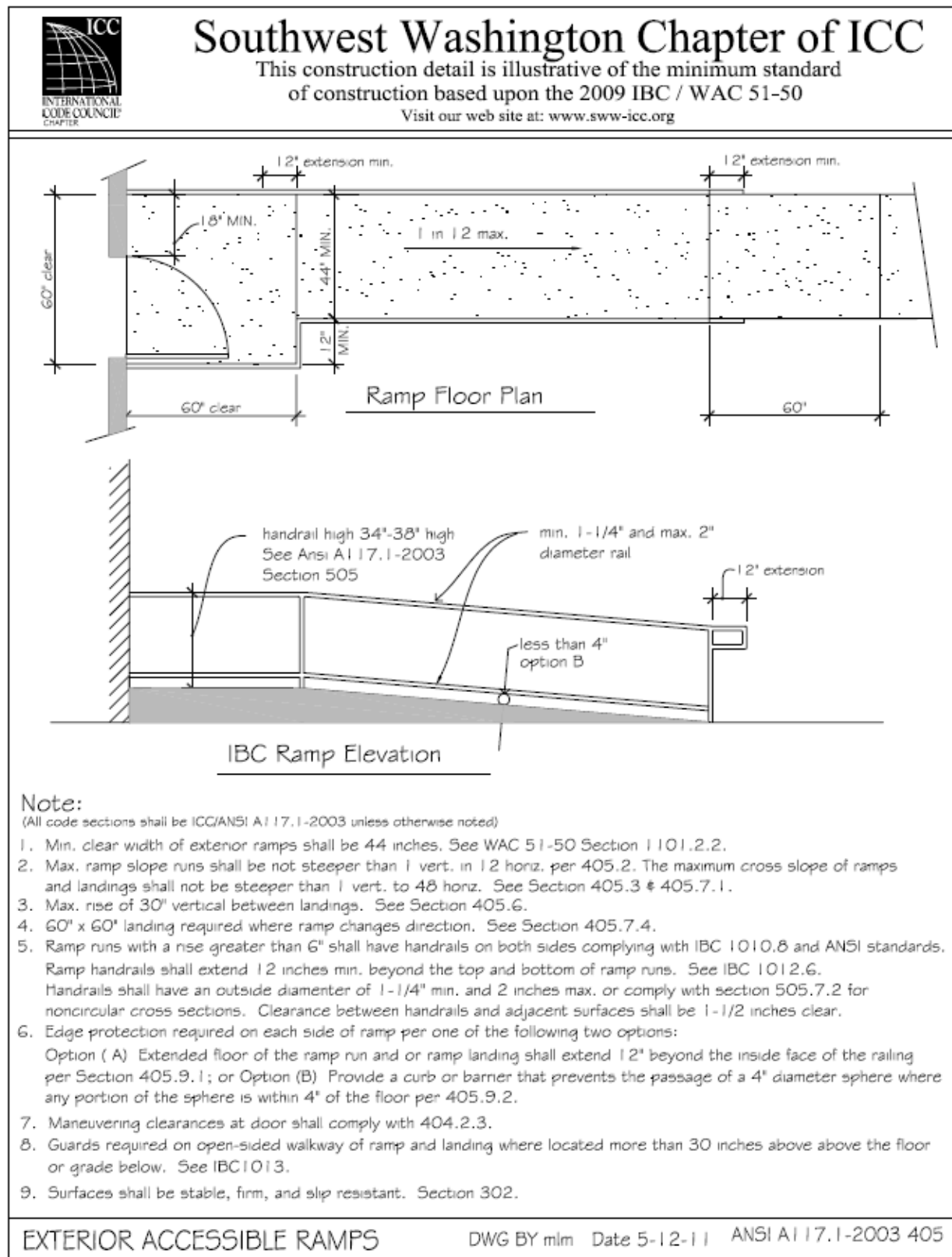
The following details are for your information. This includes a typical stair detail and a ramp detail.

## Typical decks, stairs, and railing



All exterior decks exposed to the weather must utilize decay-resistant wood such as heartwood of redwood, black locust, cedars or pressure-treated wood in accordance with International Residential Code Section R319.1.

## Ramp detail



Permit Number: \_\_\_\_\_

**Mobile Home Owner Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

☐ **Contractor** ☐ **Applicant** ☐ **Contact Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

General Contractor's License #: \_\_\_\_\_ Certified Installers# \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Certified Erosion Control Person: \_\_\_\_\_ Phone # \_\_\_\_\_

**Application Type:**

- ☐ Single Wide ☐ Double Wide ☐ Triple Wide  
☐ Replacement ☐ Permanent Placement

**Mobile Home Information: (proof is required)**

Year of Mobile Home: \_\_\_\_\_ Size: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vin Number: \_\_\_\_\_

Existing number of bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

Proposed number of bedrooms: \_\_\_\_\_

**\*If unit is 1976 or older approval from L & I is required\*****Utilities:**

- ☐ Private Well ☐ Community Well  
☐ Public Water, District: \_\_\_\_\_  
☐ Septic System  
☐ Sewer, District: \_\_\_\_\_

**Other permits you may need:**

- ☐ Carport/Garage Square Footage: \_\_\_\_\_  
☐ Deck Square Footage: \_\_\_\_\_  
☐ Patio Covers Sq Footage: \_\_\_\_\_  
☐ Road Approach – Public Roads: \_\_\_\_\_  
☐ Wood Stove – Contact L&I 896-2300  
Construction Cost: \_\_\_\_\_

**Property Location:**

Park Name: \_\_\_\_\_

Space Number: \_\_\_\_\_

**Staff to complete. Environmental Constraints:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Archaeological  | <input type="checkbox"/> Floodplain              | <input type="checkbox"/> SEPA                       |
| <input type="checkbox"/> Geologic Hazard | <input type="checkbox"/> Shoreline               | <input type="checkbox"/> Columbia Gorge Scenic Area |
| <input type="checkbox"/> Habitat         | <input type="checkbox"/> Wetlands/Hydric Soils   | <input type="checkbox"/> Forest Practice            |
|  | <input type="checkbox"/> Wildland Interface Area | <input type="checkbox"/> None                       |

Applicant Initials: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements errors, and/or omissions may be sufficient cause for denial or revocation of the permit.

Applicant/Authorized \_\_\_\_\_

Date \_\_\_\_\_